Aspiring Language Institute

ENROLMENT FORM 2025

Student Information

First name: _____ Last name: _____

Date of birth *(dd/mm/yy)*: _____ Nationality: _____

Passport number: _____ Gender: ☐ Male ☐ Female ☐ Other

Home address: *Street number, street, suburb* _____

City: _____ Country: _____

Phone: _____ Email: _____

If already in New Zealand, what kind of visa are you holding:

☐ Student visa ☐ Working holiday ☐ Work visa ☐ Visitor visa ☐ NZ Permanent resident

If you ticked one of the options above make sure you include a copy with your application.

Have you studied at another school(s) before? ☐ YES (how many weeks? _____) ☐ NO

Current level of English: *(please circle)* 1 (Low) 2 3 4 5 (High)

Under 18 year old students

Students under 18 years of age (at the time of enrolment) must provide contact details of a parent/legal guardian below

First name: _____ Last name: _____

Home address: *Street number, street, suburb* _____

City: _____ Country: _____

Phone: _____ Email: _____

Relationship to the student: ☐ Father ☐ Mother ☐ Legal guardian *(person who has the legal authority to care for the student)*

Will this person accompany the student in New Zealand? ☐ YES ☐ NO *(student must stay at an Aspiring approved homestay)*

Course details

Start date: DD / MM / YYYY *(this date must be a Monday)* Number of weeks: _____

Which course would you like to enrol in?

1. Intensive English course *(available all year round)* ☐ General English ☐ IELTS Preparation course *(entry requirements apply)*
   ↳ ☐ Morning ☐ Evening
2. New Zealand Certificate in English Language (NZCEL) Academic - Level 4 ☐ *(Acceptance is subject to entry requirements)*
3. Other course (eg. Private tuition) ☐ *(By prior arrangement only)*

Campus

☐ Auckland City Campus ☐ Botany Campus

Please note that not all courses are available at all campuses; please check with us before making any decision

Homestay accommodation

Did you require homestay accommodation? ☐ YES ☐ NO

From: DD / MM / YYYY To: DD / MM / YYYY

Homestay preferences:

Family with younger children	☐ YES	☐ NO	Do you smoke	☐ YES	☐ NO
Family with older children	☐ YES	☐ NO	Do you require Halal food (extra charge)	☐ YES	☐ NO
Young family with no children	☐ YES	☐ NO	Do you have any allergy	☐ YES	☐ NO
Old family with no children	☐ YES	☐ NO	*Please give details*		
Family with pets	☐ YES	☐ NO			

Notes:

- *Minimum stay in homestay is 4 (four) weeks and two weeks notice is required when you wish to leave a family*
- *Arrangement will be only made when the school receives the fee*

Arrival information

Do you require airport transfer? ☐ YES *(single trip)* ☐ YES *(return trip)* ☐ NO

Arrival date: DD / MM / YYYY

Arrival time: _____

Flight number: _____

Departure date: DD / MM / YYYY

Departure time: _____

Flight number: _____

Education agency details

Did you use an education agency/consultant? ☐ YES ☐ NO

Contact person: _____ Email: _____

Medical and Travel Insurance

It is a condition of enrolment to have a suitable insurance policy while studying in New Zealand, this also includes students with visitor visa, work visa or a working holiday visa.

☐ I would like Aspiring to arrange my medical and travel insurance with Orbit Protect International Student (LITE)

From: _____ / _____ / _____ *(This must be the day you leave your home country or Aspiring will arrange insurance 2 days before course starts)*

Do you have any pre-existing medical condition? ☐ NO ☐ YES Please give details _____

☐ I am organising my own insurance *(please read below)*

Student organising their own insurance must make sure it meets the requirements set out in the New Zealand Qualifications Authority (NZQA) Education (Pastoral Care of International Students) Code of Practise 2016:

- *The Insurance must cover the student's travel to and from and within New Zealand*
- *This must also Include diagnosis, prescription, surgery and hospitalisation; and*
- *Repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and*
- *Death of student, including cover of -*
  1. *travel costs of family members to and from New Zealand; and*
  2. *costs of repatriation or expatriation of the body; and*
  3. *funeral expense.*

Aspiring Language Institute has the right to ask students to purchase further insurance if the student's own insurance does not meet the requirements above.

Declaration

All students or parent/legal guardian (for under 18 years of age) must complete this checklist, we aim to issue offer of place within 24 hours (except weekend) if all documents below are supplied; failing to do so will delay your application

- ☐ I have signed the enrolment form
- ☐ I am attaching copy of my passport
- ☐ I have included copy of my current visa (for students that are in New Zealand only)
- ☐ I have included progress and attendance report from previous provider (for students holding a student visa from another provider in New Zealand)
- ☐ I have included copy of my English proficiency test (if applicable)
- ☐ **I Have Read School's Pre-Enrolment Guide Book**
- ☐ **I Have Read And Accepted Conditions Of Enrolment**

Applicant signature: _____

Date: DD / MM / YYYY

Signature of parent/legal guardian required for under 18 year old

To sign this application form means you have fully understood the information we have provided, such as fee structure or course structure, in order to make a final decision to enrol at Aspiring Language Institute

I hereby certify that the above information is true and complete. I understand that any false or incomplete information submitted in support of my registration may cancel my application and enrolment at Aspiring Language Institute

Enrolment process

All students must apply to take a course at Aspiring Language Institute using the school's official Application form The application form needs to be signed by the student to acknowledge that they have read, understood and accepted the condition of enrolment.

Student under 18 years of age at the time of enrolment, MUST have their application form signed by a parent or legal guardian. Please note that enrolment process may take some time; we recommend starting the process at least a month in advanced

Once we accepted the application form, we will issue an Offer of Place along with a invoice with our bank details.
We do not accept students that are overstaying in the country or with an overall attendance below 90% from their previous course

Student fees must be received before its commencement date; note that we will not make any homestay arrangement without receiving fees

When agent receives the student fees, they have the obligation to comply with NZQA's Student **Fee Protection Rules 2022.**

Once fees are received the school will issue a **Confirmation of Payment (receipt)**; to be used for the student visa application

Refund and cancellation policy

Eligibility

A. Before the course commencement date:
Students who cancel their course before its commencement date will be refunded the tuition fee in full. The application fee and accommodation administration fee will not be refunded.

If the school has already organised insurance for the student, the insurance fee is also not refundable.

B. After the course commencement date:

1. For courses not longer than five weeks, 50% of the tuition fees can be refunded to a student cancelling his or her course no later than two (2) days after the course starts. Tuition fees cannot be refunded after this date. The cancellation notice must be in writing.
2. For courses longer than five weeks but not longer than twelve weeks, 75% tuition fees can be refunded to a student cancelling his or her course no later than five (5) days after the course starts. Tuition fees cannot be refunded after this date. The cancellation notice must be in writing.
3. For courses longer than twelve weeks, full less a deduction for cost incurred by the school minus a maximum of 25% of the fee total paid can be refunded to a student cancelling his or her course within the first ten (10) working days of their course. Tuition fees cannot be refunded after this date. The cancellation notice must be in writing.
4. If, for the some reason, the school has to cancel the course before the commencement date, we will refund in full the fees paid. If the course is cancelled after its commencement date, we will refund pro rata for the weeks not delivered.
5. Where payment is received from an overseas study agency, we will pay tuition refund to that agency. Any such agency is considered to be the student's representative, retailing our school services.
6. Transfer of tuition entitlements between students is specifically prohibited.
7. Refunds or enrolment extensions will not be given to students:
   - taking a holiday during their course, unless approved by the Institute
   - arriving later than the course start date, unless approved by the Institute
   - leaving the Institute before the course is finished, unless approved by the Institute
8. Students enrolled for 6 months or more may have up to 2 subsequent weeks holiday during the the dates of holiday agreed on at the time of enrolment. Changes to these dates can be Institute's discretion. If the planned holidays are not taken, the course will be shortened accordingly.
9. If, for some reason, students are not able to obtain their visa, we will refund pro rata for the weeks from the date the student inform the school their visa was declined.
10. Homestay dates are from Saturday to Saturday, or Sunday to Sunday. If you are staying longer than specified above, please contact us to arrange the additional payment. Homestay fees will be refunded if you move to a private accommodation, if you give us at least two weeks' notice about the move.
11. The Institute will not be held responsible for any sickness, damage, injury or loss incurred at the Institute, at the accommodation organised by the Institute, or at any activity or trip organised by the Institute. It is the student's responsibility to have adequate insurance to cover medical expenses, repatriation and loss of school fees if the student needs to shorten the enrolment (or cancel the course) as a result of any such event described above.
12. The Institute reserves the right to amend fees and conditions at any time.

Process

1. All Withdrawal /Cancellation requests must be made in writing to the school and signed, dated by the student (or parent for under 18 years old) and presented with supporting documents, such as a letter from Immigration New Zealand or Medical Certificate, giving reasons.
2. All refunds will be made to the student's account if the withdrawal request is approved and the student is entitled to any refunds.
3. Written permission will be requested if the student wishes any refund to be paid to a third party. In this case, the school needs to obtain the third party's identification as well. Whether the refund to the third party is accepted or not will be decided by the school's fee protection provider (Public Trust) and the school has no power over their decision.

Homestay refund and cancellation policy

- 8(+) Days prior to commencement of the homestay, we will retain the placement fee and we will to refund the balance of homestay fees paid
- 7(-) Days prior to commencement of the homestay, we will retain the placement fee and 1 week's homestay fee, and agrees to refund the balance of Homestay fees paid

Conditions of enrolment

1. Enrolment
   You can enrol through an education/ travel agency in your country.
   If you prefer to enrol directly, please complete this form and send it us by e-mail: study-at@aspiring.ac.nz.
2. Payment
   After we have received your application form, you will be sent an invoice and an offer of letter. All fees are due no later than 7 days before the course begins. Fees can be sent to the Institute to our trust account.

   Bank Account details:
   Aspiring Language Institute Public Trust Account
   Bank of New Zealand, North End Branch, 100 Lambton Quay, Wellington
   Account Name: Public Trust
   Bank Account: 020536030586501
   Swift Code: BKNZNZ22
   Reference No: 8629684TR01 (Please do not forget to put this number when you make a payment)
3. Attendance Policy
   It is the New Zealand Governments requirement that all foreign students who enrol at a school or university in New Zealand must attend 100% of their classes.
   Students who are frequently absent from school will receive a series of warnings.
   Absence of five days over one month or less than 85% attendance rate is sufficient to issue the first warning to the student. Up to three warnings can be issued. The third is considered to be the final one, after this, if your attendance does not improve, your enrolment will be terminated and referred to Immigration New Zealand and their visa or permit may be revoked. School fees will not be refunded.
   Certificate of Attendance will only be given to students with an overall attendance rate of 80% or above
4. Disciplinary rule
   Aspiring Language Institute reserves the right to expel any student who breaks the New Zealand law or the school guide rules, including persistent unexplained absence. We will not refund fees in the case of expulsion and we will notify the Immigration New Zealand.
5. Code of Practice
   Aspiring Language Institute has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the New Zealand qualification Authorities website at www.nzqa.govt.nz

IMMIGRATION
Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz.

ELIGIBILITY FOR HEALTH SERVICES
Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services are available through the Ministry of Health, and can be viewed on their website at www.moh.govt.nz.

ACCIDENT INSURANCE
The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz.

MEDICAL AND TRAVEL INSURANCE
International students (including group students) must have appropriate and current medical and travel insurance while in New Zealand.

IELTS and NZCEL entry requirements

IELTS preparation course

1. Must achieve over Intermediate level on Aspiring's placement grammar test
2. Must pass an Interview test
3. Must be able to complete writing test with a satisfactory result
4. Is planning to take an IELTS test

Alternatively, if the your level is lower than the required to join the course, you will start in the General English course.

Please note that If you have taken the IELTS test and have achieved an overall band of 5.0, you will be exempt from the grammar and writing tests; however, the test result must be no older than 1 year (12 months)

New Zealand Certificate in English Language (NZCEL), Level 4
Be over 16 years of age, and an overall Academic IELTS of 5.5 with no band lower than 5.0, or equivalent